J-1 EXCHANGE VISITOR

INFORMATION FOR DEPARTMENTS

The department needs to provide the following:

1. Memorandum to the Visa Administrative Coordinator for Visa and Immigration Services Office (Mr. Ugbong) with the signatures of both the department chairman and the Dean of the school/college (sample attached)

2. J-1 Exchange Visitor applicant information sheet (attached)

* * * *

Please read the following information very carefully.

• The requesting department is responsible for forwarding the J-1 Exchange Visitor DS-2019 immigration documents to the prospective Exchange Visitor.

• Exchange Visitor DS-2019 immigration documents are only issued in one-year intervals. The maximum length of time a Professor or Research Scholar may remain on J-1 status is five (5) years. Federal law prohibits individuals from obtaining J-1 Exchange Visitor status if they have held that status at any time during the 12 months preceding commencement of a new program. This does not apply to extensions and transfers of J-1 Exchange Visitor status within the five (5) year limit.

• Once the Exchange Visitor has entered the United States, his/her immigration status will be sponsored through Howard University's J-1 Exchange Visitor program and the United States Department of State. This program is designed to enhance cooperation and mutual understanding of students, scholars, and professionals in the areas of general academic discourse, healthcare, and scientific research. It cannot be used for long-term employment opportunities.

• To safeguard the well-being of J-1 Exchange Visitors, the U.S. government has mandated that all J-1 Exchange Visitors must obtain health insurance for the period of their stay in this country. They must have minimum health insurance coverage of $50,000 per accident or illness, $7,500 for repatriation of remains, $10,000 for medical evacuation, and a deductible not to exceed $500. These coverage amounts are mandated by the U.S. government and are non-negotiable. Failure to provide proof of health insurance to the Office of International Student Services will result in cancellation of an Exchange Visitor's J-1 immigration status.

• After the Exchange Visitor has arrived in the United States, he/she is required to visit the Office of International Student Services. We will address any questions or concerns they may have and obtain information required by the Department of State and be registered in the Student and Exchange Visitor Information System (SEVIS). We will also welcome them to the Howard University's international community and inform them of the services provided by the University.

• The U.S. Department of Homeland Security (DHS) now requires the collection of a one-time SEVIS fee of $180 from certain J-1 Exchange Visitor students and scholars, entering the United States. This fee is paid before the visa interview. A receipt of payment is necessary to gain entry into a Consulate abroad.
Departmental Stationary

(SAMPLE)

MEMORANDUM

TO: PETER A. UGBONG, M.A. JD, (DSO/RO)
Visa Administrative Coordinator
Visa & Immigration Services Office

THROUGH: (Dean of the School/College)

THROUGH: (Chairman of the Department)

FROM: (Professor initiating request)

The Department wishes to request assistance in securing J-1 immigration status for Dr./Mr./Ms. __________ to be affiliated with Howard University. Dr./Mr./Ms. will conduct research/teach/pursue studies in the field of __________ and will be funded by __________.

I understand that s/he may obtain J-1 status for only one year at a time and for a maximum of five (5) years. I also understand that Dr./Mr./Ms. __________ is required to provide proof of adequate health insurance and will forfeit his/her J-1 immigration status if he/she is unable to do so.

Attached is the information sheet you require.
J-1 EXCHANGE VISITOR APPLICANT INFORMATION SHEET  
(Initial and Extension)  
Please Type or Print  

Applicant Name ____________________________ Male ______ Female ______

Family Name ____________________________ Given Name ____________________________

Date of Birth _______________city of Birth ___________ Country of Birth ____________________________

(MM/DD/YY)

Citizenship ____________________________ Country of Residence ____________________________

Occupation in that Country ____________________________

Intended status at Howard (Circle one) Student Researcher Professor

Specify H.U. educational field or program activity in detail—Please be very specific:

________________________________________________________________________________________

Is this your first time as a J-1? Yes ______ No ______

If no, please provide previous sponsors name, address and telephone number:

________________________________________________________________________________________

Are you currently in status? Yes No

Address abroad: ____________________________

If the Exchange Visitor is currently in the U.S. please list the following:

IMMIGRATION STATUS: ____________________________

NAME OF INSTITUTION AFFILIATED WITH: ____________________________

Local U.S. Address ____________________________

The applicant will be affiliated with H.U. from ___________ to ___________ (MM/DD/YY) (MM/DD/YY)

Not more than one year
Please indicate how the applicant will fund their stay in the United States. The minimum funding requirement is $1,800 per month for the exchange visitor (professor and researcher), $840 per month for the spouse and $500 per month for each dependent child. Students must have financial support for the estimated cost designated for all international students for tuition, fees, books and supplies and living expenses for an academic year. This statement will be sent to you when you are being processed for admission to the University. Funding for dependent spouse and child is the same as mentioned above.

Howard University funds $____________________

External grant paid through H.U. $____________________

Which organization is funding the external grant? __________________

External grant not paid through H.U. $____________________

Name of funding organization is required: __________________

Personal funds of the exchange visitor $____________________

Please list any dependent family members (spouse and children under age 21) who will accompany the exchange visitor to U.S.

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<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>City of Birth</th>
<th>Country of Citizenship</th>
<th>Country of Legal Residence</th>
<th>Relationship to Exchange Visitor</th>
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09/10/2007